



Position Title:	Staff Associate, SBTRC		
Reports To:	Project Director		
Department:	SBTRC Grant	Job Code:	3601-01
Prepared By/Date:	Jennifer C. Brito/8-03-2009	Job Group:	SNE
Approved By/Date:	Ana Cruz/8-03-2009	Salary Grade:	11
Revised:		FLSA Status:	Non-Exempt

Summary:

The Staff Associate will provide administrative support to the Project Director of the Small Business Resource Center (SBTRC), a grant-funded project. The Staff Associate will assist in planning, evaluating, and reporting the project's record management system, preparing documents and reports, as well as maintaining the daily operations and project's communications with the College and community.

Essential Duties and Responsibilities:

- Assists the Project Director in planning, evaluating, and reporting SBTRC Program daily operations.
- Prepares, creates and maintains a database for the SBTRC Program and coordinates business counseling efforts
- Assists the Project Director with creating and maintaining project-related records and reports
- Creates and coordinates web site content, media releases, reports, newsletters, and other communication on behalf of the program.
- Purchases and maintains office supplies
- Prepares correspondence to vendors, hotels, and conference hosts.
- Serves as an event planner for meetings, travel, conferences and events
- Creates materials for workshops and training sessions
- Coordinates logistics, schedules, and participant communications.
- Interacts and liaises with external constituency in facilitating program objectives
- Compiles and maintains data of program and financial records on program activities, progress and status or other special reports for grant funder.
- Assists in preparation of monthly reports and proposal for funding and funding continuation from grant funder.
- Provides coverage at any function, in conjunction with, or in absence of other staff.
- Plans and schedules travel to meetings and events
- Organizes and maintains office and travel schedules.
- Performs other duties assigned.

Knowledge, Skills and Abilities:

- Excellent written and verbal communication skills.
- Excellent customer relations, organizational and interpersonal skills
- Ability to function in a team setting and to interact with supervisory and subordinate personnel in a professional and positive manner.
- Ability to follow and issue oral and written instructions.
- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to logically analyze problems and determine the appropriate action to be taken for resolution.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty, and staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Associates of Arts degree in related field from two-year College or technical school and four (4) years of experience in responsible related clerical work including supervisory experience; or equivalent combination of experience and education.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name